

Harvard Referencing

A guide to the Harvard System of Referencing



➤ **What is Harvard Referencing?**

The Harvard System of referencing is generally used in nursing and social sciences. This leaflet gives an outline of the Harvard System with some examples. You may want to check the styles and preferences of your college or the journal you are submitting to before you write up your work. Instructions to authors for several thousand healthcare journals can be found at :

<http://www.mco.edu/lib/instr/libinsta.html>

Further information and guidance on referencing can be found at:

The BMA web site:

<http://www.bma.org/ap.nsf/Content/LIBReferenceStyles>

Canterbury Christchurch College web site:

<http://library.cant.ac.uk/citing-references.htm>

➤ **Why reference?**

It is essential to properly reference your work. If you quote directly from another source, or use the ideas or concepts presented by an author, you must acknowledge the fact. Failure to do so is plagiarism, and is often heavily penalised. Don't forget that if you are writing an academic essay, it is likely that your tutor/ supervisor is probably quite familiar with the subject you are researching and is likely to recognise other people's ideas in your work.

➤ **How should the references be incorporated?**

A reference is usually incorporated into the body of the text using the author's surname and the date of publication. Page numbers must also be given for quotes. It is not necessary to give the full details of a reference in the text – this will make your work difficult to read. Full details should be given at the end of your work in a section entitled 'References'

Here are some examples of how you can incorporate your references into your text:

One author:

As discussed by Burnard (1998).....

Some research has shown that.....(Smith 1990)

Peters (1986) and Johnson (1990) have contrasting opinions.....

Two authors:

(you must give both in the citation)

Nursing models are important because.....(Logan & Tierny 1999)

More than two authors:

(you need only mention the first in your citation, but **all** the authors must be listed in your references at the end of your work):

A number of studies support this, such as that by Lock et al (1995) which states.....

A chapter:

(If you are referencing a specific chapter from a book with its own author, and the book has a different author or editor)

An important area for study has been highlighted by Young (in Collins & Brown (eds) 1998)....

Multiple works by the same author:

(If you are using more than one source by the same author and both pieces of work were published in the same year, you need to distinguish between them wherever you cite them)

Singh has stated that.....(1998a), and noted further that(1998b)

The distinguishing marks (in this case a & b) should also be used to identify the two items in your list of references at the end of your work.

Authors of different works:

(if the point you are making is backed up by two or more different authors)

Several studies have concluded that aspirin is beneficial for... (Adams 1998: Smith 1996)

The authors are listed in alphabetical order, and separated by a colon.

➤ **What should I do when.....**

.....I want to make a direct quote from something I have read?

If you are making a direct quote from another source, you should make this clear by placing the phrase or sentence inside quote marks, and ensuring that you provide a page number:

As pointed out by Doyle et al, 'The newness of the science of pain has practical implications regarding professional education.' (1994 p9)

Longer quotes (several sentences) need to be further distinguished from the main body of your text. You can do one or more of the following:

- (1) Indent the quote from the left
- (2) Leave a space of one line above and below your quote
- (3) If you have double spaced your work, single space the quotes

.....I haven't read the original book or article myself?

You will often come across useful citations to other works in books or articles you are reading. Wherever possible, you should try to obtain the original item being used and read it yourself. If this is not possible and you wish to use the citation, you must ensure that it is clear you are making a **secondary** citation:

Peters (1990) places a great deal of importance on (cited by Aldridge 1994)

Full details of the source you have actually read (Aldridge 1994) and of the secondary source (Peters 1990) should be listed with your references at the end of your work. Secondary sources of this kind should be used sparingly – unless you read the original yourself, you cannot be sure that the author using the sources has quoted correctly, or has used the original idea in an appropriate way.

.....the author is an organisation?

The NHS plan states that..... (Department of Health, 2001)

And in the references at the end, it should appear as:

Department of Health (1998) A First Class Service London: Stationary Office

.....no publication date is given?

Toes P [n.d.] expresses concerns over current podiatric practices.....

And in the references at the end, it should appear as:

Toes P [n.d] How to look after your feet London: Churchill

.....no publisher is given?

GM foods are..... (J Sainsbury 1999)

And in the references at the end, it should appear as:

J Sainsbury (1999) A brief guide to GM foods ??

.....using a video?

Some popular films have this view (My Left Foot, 1990)

And in the references at the end, videos should appear as:

For off-air recordings: Title (video) (year) Series: Channel: Exact date
e.g., Open Heart Surgery (video) 1995 Horizon: BBC2: 2nd January

or as:

For purchased videos: Title (video) (year) Place of publication: Publisher
e.g., Study Skills (video) 1998 Birmingham: Open University Press

.....using a web site?

Give the author and title of the site/ page, followed by the date (if known), the country of origin (if known), the full URL for the site, and the exact date you accessed the site.

.....using a newspaper article?

Give the author and date as for any other item. If no author was given, then give the Newspaper title:

National publicity on issues such as this can be misleading...(The National Times, 2000)

And in the references at the end, it should appear as:

Jones P (2000) MMR and Autism , **IN** *The National Times* 10 July 2000, pp4-5

➤ **How do I lay out the references and bibliography at the end?**

Your list of **references** should contain everything that has been mentioned in your essay/ report/ paper.

Your **bibliography** is a separate list, and should contain everything you have read in relation to your work, but not used directly.

Both lists should be set out as follows:

- Items should be listed *alphabetically by author*
- The date of publication should be given in brackets after the author's surname
- The title of the item should be underlined or italicised (Italics are the preference)
- The place of publication and publisher should be given after the title (For London based publishers, it is not usually necessary to specify the country as well)

For example, as typical list of references might appear as follows:

References

Burnard P (1990)	<i>Nursing Ethics</i> 3 rd ed London: Routledge
Lock J, James K & Morgan F (1990)	<i>Anatomy for Nurses</i> New York, USA: Picador
Sainsbury J(1999)	<i>A brief guide to GM foods</i> ??
Salvage J (1999)	A model for nursing IN <i>Journal of Nursing Today</i> Vol.3 (2) pp12-17
Toes P [n.d]	<i>How to look after your feet</i> London: Churchill
Young P (1997)	Caring for children IN Collins F & Brown C (1997) <i>Paediatric Handbook</i> Birmingham, UK: Open University Press

Remember

This is just a general guide: conventions for the Harvard system vary widely between different institutions and publications: please check whether your intended recipients have a set of instructions of their own for you to use.